Inputting Data

Data input pertains to entering or correcting cost information for a particular study area and period before release to NECA. The data input process begins by selecting the Data Entry option from the USF Main Menu, identifying a study area and period, and entering information on two input screens.

Accessing the Data Selection Screen

When the Data Entry option is selected from the USF Main Menu, the USF Data Selection Screen is displayed. This screen is used to enter a new transaction or to select an existing transaction for correcting or deleting.

The study area defaults to the value associated with the User ID of a Single Study Area user. However, multiple Study Area users must identify the Study Area.

If you want to add, change, or delete a transaction, you must access this USF Input Screen from the USF Data Selection Screen. An example of this screen follows.

Accessing the USF Input Screens

For new submissions, the first input screen captures essential information about the submitting company such as contact name and telephone number. Once entered, this information is displayed on the next input screen. For existing transactions, the status of the submission, passed or failed edits, is displayed on both screens.

A large portion of the input screens consist of data entry lines. Each line is identified by a three digit number representing the type of accounting data. On each data line, you enter the dollar or quantity amount associated with the type of information requested. For example, next to data line 060, you enter the amount of Total Loops. A complete listing of, and definitions for all data lines, is provided in the USF Data Collection Instructions.

UPD0100 \$000 H... E... C... A... INC. 04/17/91
UER 01.04 USF DATA ENTRY 10: 55:29

STUDY AREA IO: ZZZZZZ

APPLIES TO PERIOD (YY-P): 91 - 1

PFS-RELEASE PF6-SPECIAL RELEASE PF12-MAIN HEMU

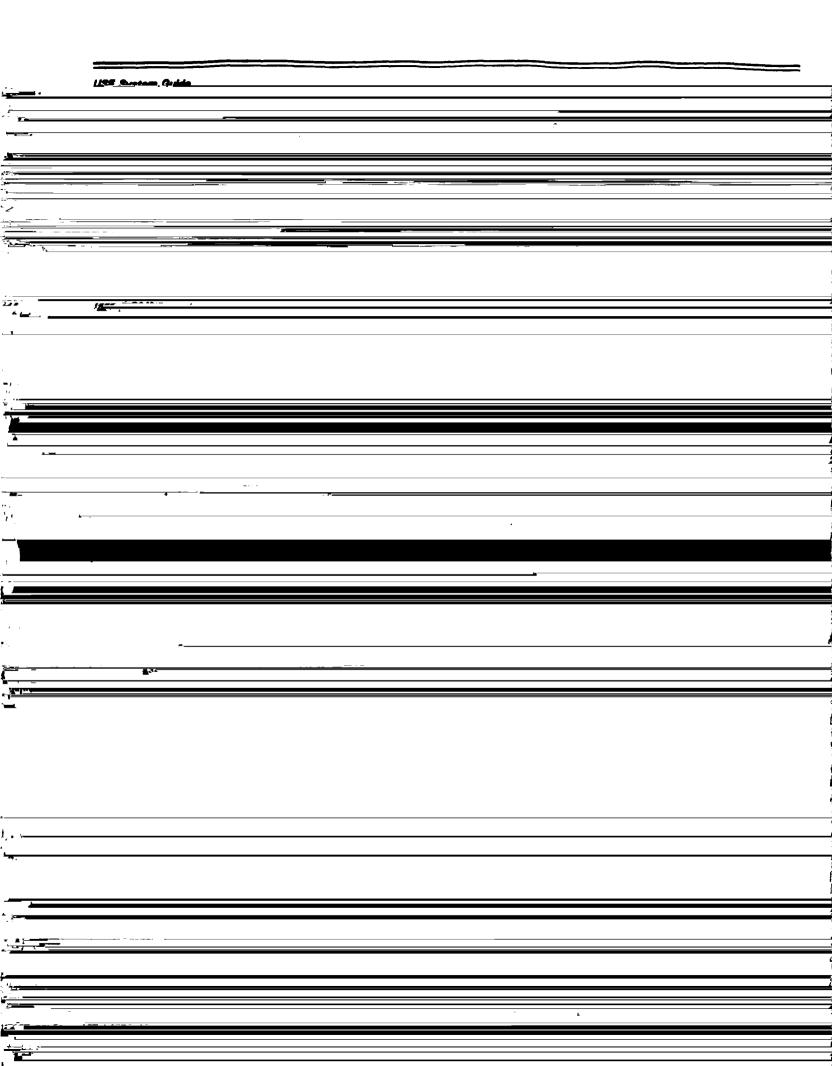
3.a USF Data Selection Screen

Accessing the USF Input Screens

For new submissions, the first input screen captures essential information about the submitting company such as contact name and telephone number. Once entered, this information is displayed on the next input screen. For existing transactions, the status of the submission, passed or failed edits, is displayed on both screens.

A large portion of the input screens consist of data entry lines. Each line is identified by a three digit number representing the type of accounting data. On each data line, you enter the dollar or quantity amount associated with the type of information requested. For example, next to data line 060, you enter the amount of Total Loops. A complete listing of, and definitions for all data lines, is provided in the USF Data Collection Instructions.

An example of this screen follows.



How to Input a Transaction

The following procedure explains how to input a transaction.

1. From the USF Data Selection Screen, press Enter.

The first USF Input Screen is displayed.

- 2. Type the name of the person to contact in the CONTACT NAME field and press Tab.
- 3. Type the contact person's area code, telephone number, and extension in the CONTACT TELEPHONE NUMBER and EXT fields and press Tab.
- 4. Type the appropriate values in each data line field. Press Tab after each entry. If you get an error, refer to "How to Correct Data Line Errors" in this chapter.

Note: Refer to the current *USF Data Collection Instructions* for information about each data line. Use the PF8 key to move to the second screen and the PF7 key to move back to the first screen.

5. Choose one of the following options.

If You Want To	Then
Save the transaction and return to the USF Data Selection Screen to add, update, or delete another transaction	Press PF11
Save the transaction and return to the USF Main Menu	Press PF12
Cancel the current transaction and return to the previously entered values	Press PF9

Responding to Data Line Errors

During data input, you may see error messages at the bottom of the input screen. These messages are the result of data line edits. Each data line is checked for validity and accuracy. The USF1010 Error Report contains all the data line errors for each transaction.

Data lines may have hard or soft edits. Hard edits are critical and must be corrected before the data can be processed for range analysis. Soft edits are less critical and do not require correction before range analysis, but do require comments. Refer to the *USF Reference Guide* for a complete listing of hard and soft edits.

How to Correct Data Line Errors

The following procedure explains how to correct data line errors and begins on the USF Input Screens.

1. Move the cursor to the data line identified in the edit message.

Note: These errors are displayed at the bottom of the USF Input Screen and on the USF1010 Error Report.

- 2. Type over existing information or type missing information in the field.
- 3. Repeat the error correction procedure until all hard edits are cleared.

After you correct all the data lines and press Enter, the STATUS field changes to <u>Passed Edit</u>. If the <u>Failed Edit</u> status is displayed, check the system messages at the bottom of the screen.

4. To save the transaction with the corrections, press PF11 to return to the USF Data Selection Screen or PF12 to return to the USF Main Menu.

The transaction is saved with the correct information. Either the USF Data Selection Screen or the USF Main Menu is displayed depending on the function key you pressed to save the transaction.

Removing a Transaction

If necessary, you can remove a transaction from the USF data base using the delete option. During an unlocked period, you can use the delete function key to completely remove a transaction. However, you should carefully consider your decision because once removed you cannot retrieve a deleted transaction.

Note: Before you delete a transaction, you must delete all comments associated with the data. Refer to Chapter 4, "USF2010 Comment Input," to learn how to delete comments.

How to Delete a Transaction

The following procedure explains how to delete the current transaction and begins on the USF Input Screen.

1. Press PF10.

A message is displayed asking if you really want to delete transaction.

2. Press PF10 again.

The USF Data Selection Screen is displayed with a message confirming the deletion.

3. Choose one of the following options.

If You Want To	Then
Enter a new transaction	Type a new number in the STUDY AREA ID field and press Enter. Then refer to "How to Input a Transaction."
Return to the USF Main Menu	Press PF12

Releasing Data

When all hard edits and the USF2010 Loop Analysis Report are processed, you can Release or Special Release a transaction for submission to NECA. The Release process signifies that all data lines have passed the range edits. The Special Release applies when the submission contains range failures. Once released, changes can be entered only by NECA Regional Coordinators and NECA Headquarters Staff during designated periods.

How to Release or Special Release Data

The following procedure explains how to Release or Special Release data for submission to NECA.

 Select the Data Entry option from the USF Main Menu or return to the USF Data Selection Screen by pressing PF11 from the USF Input Screen.

The USF Data Selection Screen is displayed with the Study Area and the current period supplied by the system.

2. Press PF5 to Release or PF6 to Special Release the data submission.

The data submission is released to NECA.

Data Adjustments (NECA Only)

Data submissions can only be adjusted by NECA Regional Coordinators after the USF System is locked. However, access to released data may be denied during certain locked periods. If the data is accessible, certain information may be changed on the Input Screens. Whenever data is adjusted, the edit, range checking, and release processes must be repeated.

Refer to the *USF Reference Guide* to determine how and when data submissions can be changed.

How to Input Data Adjustments

The following procedure explains how to input data adjustments.

1. Select the Data Entry option from the USF Main Menu.

The USF Data Selection Screen is displayed.

2. Type the Study Area ID and the period in the respective fields and press Enter.

The USF Input Screen for the requested data submission is displayed.

- 3. Move the cursor to the data line you want to change and type over the existing information. Repeat this step for every data line you want to change.
- 4. Press PF11 or PF12 to save the transaction.

The transaction is saved with the adjustments. If you pressed PF11, the USF Data Selection Screen is displayed. If you pressed PF12, the USF Main Menu is displayed.

USF2010 Comment Input

Chapter 4 USF Comment Input

Data submissions are processed for edit and out-of-range conditions. Hard edits represent anomalous conditions that must be cleared by data changes; soft edits represent potential data errors that are informational only. Range testing compares the amounts submitted by each Exchange Carrier to standards established for other carriers of similar size.

If a data line value results in a soft edit or out-of-range condition, the supplied information should be verified and either changed or supported with documentation. A special data entry option, USF2010 Comment Input, is available for explaining soft edit and out-of-range conditions.

About This Chapter

The following topics are discussed in this chapter.

- Open periods for comment input
- Accessing the USF2010 Comment Input Screens
- How to input, modify, and delete comments

Open Periods for Comment Input

Your User ID and Password determine when the USF2010 Comment Input option is displayed on the USF Main Menu. Only when the option is displayed, can you access the comment input screens.

Once submitted data is range checked, Exchange Carriers can enter comments until the Lock Exchange Carrier period.

NECA Regional Coordinators can access the USF2010 Comment Input Screen from the Lock Exchange Carrier period until the data submission is removed from the payment window.

Accessing the USF2010 Comment Input Screen

When you select the USF2010 Comment Input option from the USF Main Menu, the first of two input screens is displayed. On the first screen, you must identify the Study Area Code (SAC), the period, and the data line you want to support with comments.

Once identified, the second input screen is displayed. The values associated with the data line are shown on the screen. A 14-line comment area is available to explain out-of-range conditions.

Note: Range variances are listed on the USF2010 Report. Refer to Chapter 5, "Reporting," for report access procedures. A sample of this report is found in the USF Reference Guide.

An example of each screen follows.

UPD0900 \$888 VER 01.00	M E C A ING. Z018 COMMENTS INPUI	04/17/31 18: 58 : 27
	STUDY AREA	
	PERIOD	
	DATA LINE	
	PF18=DELETE ALL COMMENTS	PF12=HAIN H EN U

4.a USF2010 Comment Input Screen 1

UFD1880 \$888 N E C A INC. UER 81.88 2818 COMMENT INPUT SAC: ZZZZZZ GRACE TELCO.		64/17/91 1 8: 59: 5 8		
DATA LINE 868 TOTAL LOOPS CONNENTS AS OF 84/17/91	CURRENT YEAR END 89/98 3,688		X CHANGE -88	ANOSNI CHANGE -14, 427
	PF9=CANCEL P	F18=DELETE PF11=P	NEW HENU	PF12=HAIN HENU

4.b USF2010 Comment Input Screen 2

How to Input Comments

The following procedure explains how to input comments to support out-of-range variances. Refer to the USF2010 Report to identify the data lines that require supporting documentation.

1. Select the 2010 Comment Input option from the USF Main Menu.

The first USF2010 Comment Input Screen is displayed.

2. Type the Study Area Code in the SAC field, the year and quarter in the PERIOD field, and the out-of-range data line number in the DATA LINE field. Press Enter.

The second USF2010 Comment Input Screen is displayed.

- 3. Type an explanation, using a maximum of 14 lines, to support the out-of-range condition for the data line shown on the screen.
- 4. Press PF12 to save the comments and return to the USF Main Menu or press PF11 to save the comments and return to the first USF 2010 Comment Screen.
- 5. Repeat Steps 2 through 5 for all range variances shown on the USF2010 report.

1993 4 - 5 **USF2010 Comment Input**

Changing a Comment

You can change a previously entered comment by typing over or adding new information to the existing information.

How to Modify Comments

The following procedure explains how to modify a data line comment and begins on the first USF2010 Comment Input Screen.

1. Type the study area code in the SAC field, the year and the quarter in the PERIOD field, and the data line number associated with the comment you want to delete in the DATA LINE field. Then press Enter.

The second USF2010 Comment Input Screen is displayed with the data line comment you requested.

- 2. Type over the existing comment text or add new information to the end of the comment.
- 3. To save the revised comment, press PF11 to return to the first USF2010 Comment Input Screen or PF12 to return to the USF Main Menu.

The comment is saved with the modifications. Depending on the function key you pressed to save the comment, either the first USF2010 Comment Input Screen or the USF Main Menu is displayed.

Removing Comments

If necessary, you can remove a single comment or all comments pertaining to a single data submission. Carefully consider your decision to delete because once removed, comments cannot be accessed.

Note: All comments must be deleted before you can delete a transaction. Refer to Chapter 3, "Data Entry," for procedures to delete a transaction.

How to Delete A Comment

The following procedure explains how to delete a single comment pertaining to a particular data line error and begins from the first USF2010 Comment Input Screen.

1. Type the study area code in the SAC field, the year and the quarter in the PERIOD field, and the data line number associated with the comment you want to delete in the DATA LINE field. Then press Enter.

The second USF2010 Comment Input Screen is displayed with the data line comment you requested.

2. Press PF10.

A message is displayed asking if you really want to delete transaction.

3. Press PF10 again.

The second USF2010 Comment Input Screen is displayed with a message confirming the deletion.

4. Press PF11 to return to the first USF2010 Comment Input Screen or PF12 to return to the USF Main Menu.

How to Delete All Comments

The following procedure explains how to delete all comments pertaining to a particular data submission and begins from the first USF2010 Comment Input Screen.

- 1. Type the study area code for the study area in the SAC field and the year and the quarter in the Period field.
- 2. Press PF10.

A message is displayed asking if you really want to delete all the comments for the transaction.

3. Press PF10 again.

The first USF2010 Comment Input Screen is displayed with a message confirming the deletion.

Note: If necessary, you can delete Exchange Carrier data for the specified SAC and period after this procedure is performed.

Reporting

Chapter 5 Reporting

The USF System contains several standard reports to provide error, range, and status information about submitted data. All reports can be viewed online, printed on the local printer, or written to a disk file for later printing.

Report examples and descriptions are located in the USF Reference Guide.

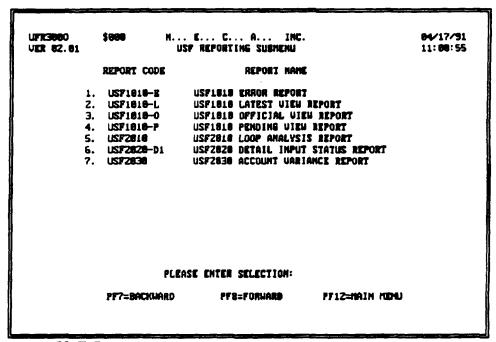
About This Chapter

The following topics are discussed in this chapter.

- Accessing the USF Reports Menu
- Selecting a report from the menu
- Defining the Applies to Period
- Routing a report to the screen, printer, or disk file

Accessing Reports

When you choose the Reporting option from the USF Main Menu, the USF Reports Menu is displayed. Your User ID determines which reports you can access. Generally, you can view and/or print any report you see on the USF Reports Menu. An example of this screen follows.



5.a USF Reports Menu

Reporting 5 - 2 1993

Selecting a Report

Once you request a report from the menu, another screen, USF Report Selections, is displayed. On this screen, you specify reporting criteria such as report period and study area. An example of this screen follows.

ufr3180 \$888 Ver 82.68	N E C A I USF REFORT SELECTION USF1818 ERROR REPOR	NS	04/17/91 11:01:31 USF1010E
SELECTION LEVEL	SA: 222222		
APPLIES TO PERIOD (YY-10.	PERIOD: 98 - 4 -08-	- FROM: 1	HRU:
	•		
	PF11=Subhenu	P712=HAIN KIRNU	

5.b USF Report Selection Screen

Defining the Applies to Period

Exchange Carrier data is collected for one year prior to the last date of each period. When you request a report, you must specify both the collection year and the ending period by entering a value in the AP-PLIES TO PERIOD field. The following chart illustrates the relationship between collection year and the ending period.

If the Data Collection Year is	The Applies to Period(YY-Y) is
1/1/92 - 12/31/92	93 - 1
4/1/92 - 3/31/93	93 - 2
7/1/92 - 6/30/93	93 - 3
10/1/92 - 9/30/93	93 - 4

Note: The dates on the above chart are provided as examples for entering values in the APPLIES TO PERIOD field. You must enter actual values for the collection year and period when you request a report.

Routing a Selected Report

Routing is the next step in the reporting process. Each time you request a report, you can specify where the report is output. You can choose to:

- View the report on screen
- Print the report on the printer
- Write the report to a disk file
- Print the report on the local printer (NECA only)

If you do not select a routing option, the report is displayed on the screen. An example of this screen follows.

Reporting 5 - 4 1993

UFR3280 \$888 VER. 83,18	H E C A INC. USF REPORT ROUTING	84/17/91 11:82:53
REPORT-ID : REPORT-TITLE : APPLIES TO PERIOD	USF1818 ERROR REPORT	
	GGRGGMANNANANANANANANANANANANANANANANANANAN	N 11 1000000000000000000000000000000000
PC PRINT 3181 (PC DISK 3181 (LOCAL PRINTER (Y)	SK NWE:
PFG=CRITE PLEASE ENTER YOUR S		PF12=HAIN MINU

5.c USF Report Routing Screen

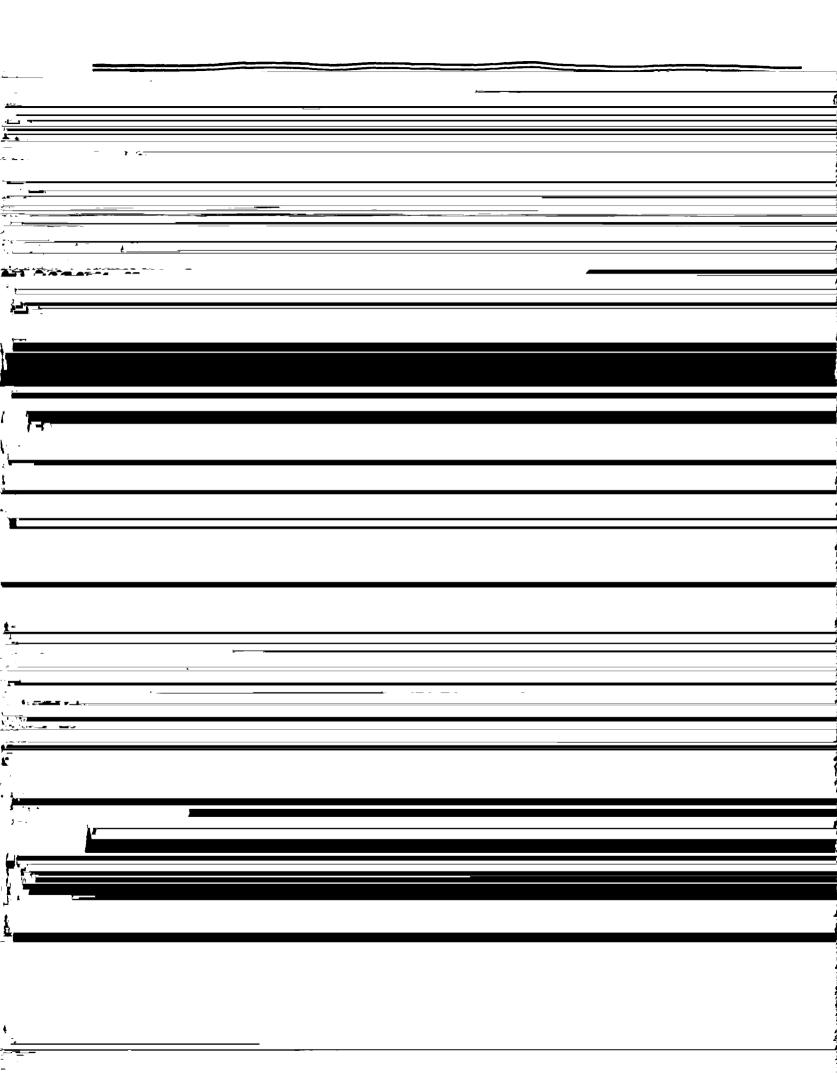
How to Request a Report

The following procedure explains how to select and route a report and begins from the USF Main Menu.

1. Type the report menu option number in the PLEASE ENTER SELECTION field and press Enter.

The USF Report Selection Screen is displayed.

- 2. Choose one of the following options.
 - a. If you are a single area user, the SELECTION LEVEL defaults to the Study Area associated with your User ID; therefore, go to Step 3.
 - b. If you are a multiple area user, type the study area code in the SAC field and press Tab. Then go to Step 3.



- 6. Press PF5 to return to the USF Report Routing Screen.
- 7. Choose one of the following options.

If You Want To	Then
Request another report	Repeat this procedure
Return to the USF Reports Menu	Press PF11
Return to the USF Main Menu	Press PF12